

# The Regina Engineering Students' Society, Inc.

## *Constitution*

Revised March 3<sup>rd</sup>, 2011

### 1. General

- 1.1. This Association will be known as The Regina Engineering Students' Society, Inc. hereinafter referred to as the RESS

### 2. Mission Statement

- 2.1. The Mission Statement of the RESS shall be:
  - 2.1.1. ***To promote professional development, good fellowship, and engineering spirit among its members***
- 2.2. The RESS shall aim to accomplish this Mission Statement by:
  - 2.2.1. Advocating for engineering students to ensure quality education
  - 2.2.2. Providing opportunities and life experiences for RESS Members
  - 2.2.3. Providing leadership
  - 2.2.4. Creating an engineering student community
  - 2.2.5. Providing a balance to academics
  - 2.2.6. Providing a Member lounge
  - 2.2.7. Organizing events

### 3. Membership

- 3.1. RESS membership fees will be assessed at the rate of twenty dollars (\$20.00) per person for each semester the student is registered for 6 credit hours or more (Spring and Summer sessions are regarded as one semester) in the University of Regina Faculty of Engineering and Applied Science
  - 3.1.1. The fees shall be automatically levied and collected by the University of Regina Financial Services
  - 3.1.2. No refunds of the fees shall be made
- 3.2. 'Active' membership will be open to students enrolled at the University of Regina including students registered for co-operative education work term or internship. In order to be considered an 'Active' member, students must either:
  - 3.2.1. Be enrolled in classes in the Faculty of Engineering and Applied Science and have paid the RESS fees; Or,
  - 3.2.2. Be on a cooperative education work term or internship through the University of Regina Coop Office
- 3.3. 'Active' membership is immediately terminated upon expulsion, transfer to another university, convocation or if the member is required to discontinue (RTD) studies
- 3.4. University of Regina, Faculty of Engineering and Applied Science alumni shall have honorary membership. This means they shall receive all rights and privileges of 'Active' membership, with the exception of: the right to vote in elections and general meetings, and the right to hold an RESS Council position, notwithstanding alumni specific positions

## 4. The Council

- 4.1. The Council of the RESS consists of the following positions:
  - 4.1.1. Executive Council (voting)
    - 4.1.1.1. The President
    - 4.1.1.2. Vice-President Academic
    - 4.1.1.3. Vice-President Finance
    - 4.1.1.4. Vice-President Professional Affairs
    - 4.1.1.5. Vice-President Student Associations
    - 4.1.1.6. Vice-President Social
    - 4.1.1.7. Vice-President Communications
  - 4.1.2. Directors (non-voting)
    - 4.1.2.1. Consists of all positions listed in section 4 of the RESS Operations Manual
  - 4.1.3. Representatives (non-voting)
    - 4.1.3.1. Consists of all positions listed in section 5 of the RESS Operations Manual
  - 4.1.4. First Year Council (non-voting)
    - 4.1.4.1. Consists of all positions listed in section 6 of the RESS Operations Manual
- 4.2. The duties and responsibilities of the Council will include, but are not limited to:
  - 4.2.1. Perform their respective mandates as defined in the RESS Operations Manual
  - 4.2.2. Ensuring that the Constitution of the RESS and the laws of the Non-Profit Corporation Act are followed in their entirety
  - 4.2.3. Ensuring that the RESS does not become involved with partisan politics as an organization
- 4.3. Teams
  - 4.3.1. All Council members will play an active role in achieving the mandate of their respective teams as outlined in Section 7 of the RESS Operations Manual

## 5. Elections

- 5.1. The RESS Council shall hold office for one regular elected term
  - 5.1.1. Regular elected terms begin May 1<sup>st</sup> during the election year, and end April 30<sup>th</sup> of the following year or when the Council member vacates his/her position
  - 5.1.2. Positions Filled by by-election or appointment shall be vacated on the following April 30<sup>th</sup>
  - 5.1.3. If a member of the Council is on a work-term or internship during a semester, the Executive Council may appoint another Council member to assume the duties of the absent member. The appointee will assume all the duties of the appointed position as well as the duties of their original position
- 5.2. Elections will be held in the month of March for the positions of:
  - 5.2.1. President
  - 5.2.2. Vice President – Academic
  - 5.2.3. Vice President – Finance
  - 5.2.4. Vice President – Professional Affairs
  - 5.2.5. Vice President – Student Associations
  - 5.2.6. Vice President – Social
  - 5.2.7. Vice President – Communications
  - 5.2.8. All Director positions as listed in Section 4 of the RESS Operations Manual

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- 5.3. Elections for the First Year Council will occur within three (3) weeks from the start of the fall semester
- 5.4. Candidates must be 'Active' members of the RESS to be eligible for candidacy
- 5.5. Presidential candidates shall have previously served a minimum of one semester on the RESS Executive Council
- 5.6. Members of the Executive Council must be in at least their second year of engineering, by credit hours, by the start of their term
- 5.7. Elections will be by secret ballot
- 5.8. Nominations
  - 5.8.1. All nominations will be turned in to the Chief Returning Officer
  - 5.8.2. Nomination forms shall be signed by:
    - 5.8.2.1. At least 10 'Active' voting members
    - 5.8.2.2. The President or Council member in the pursued position, certifying that the candidate is well informed of the commitment associated with the position
    - 5.8.2.3. A staff member of the Faculty of Engineering and Applied Science, certifying that the candidate is in good academic standing
    - 5.8.2.4. The proposed candidate
  - 5.8.3. Nomination forms will be turned in prior to the campaign period
- 5.9. The campaign period will begin one week prior to the election. All Executive Council candidates will perform a mandatory campaign speech during a public question period arranged by the Chief Returning Officer
- 5.10. The Chief Returning Officer shall:
  - 5.10.1. Be selected by the current President at least one month before the election date
  - 5.10.2. Verify the eligibility of all candidates
  - 5.10.3. Not be a candidate in an election
  - 5.10.4. Coordinate the RESS Election
  - 5.10.5. Count election ballots and release election results no later than the Monday following the election
- 5.11. Positions not elected shall be appointed by the incoming Council following the election
  - 5.11.1. Candidates wishing to be appointed to an RESS position must first request the appointment by the Council at a regular Council meeting
- 5.12. No members of the RESS will receive any monetary remuneration for actions performed as a Council member
  - 5.12.1. If a Council member receives payment as a result of their duties, the Council member must remit the funds to the RESS
- 5.13. Elected or acclaimed officers resigning shall be replaced by by-election within twenty-one (21) days. Appointed officers shall be replaced by appointment within twenty-one (21) days. The term of the replacement officer will end April 30<sup>th</sup>

## 6. Recall – Council Accountability

- 6.1. An acclaimed or appointed officer can be recalled if thirty (30) 'Active' members sign a petition and nominate another 'Active' member to be a candidate for the position
- 6.2. An elected officer can be recalled if one third (1/3) of current 'Active' members or three (3) times as many 'Active' members that elected the officer, whichever is less sign a petition and nominate another 'Active' member to be a candidate for the position
- 6.3. If recall occurs, a by-election will be called to elect an 'Active' member to the position
- 6.4. An 'Active' member who has been recalled may become a candidate for any open position
- 6.5. The 'Active' member that was nominated for the position within the recall must remain a candidate in the bi-election or the recall is void
- 6.6. An officer can be subjected to a vote of non-confidence by the Council members (1 vote each) by secret ballot at a scheduled Council meeting, which, with a 2/3 majority vote (of total votes possible if all seats are filled), would result in the removal of said officer and a subsequent bi-election be called. The vote of non-confidence can be called due to reasons including, but not limited to:
  - 6.6.1. Violation of the RESS Constitution
  - 6.6.2. Failure to perform job duties as outlined in the constitution
  - 6.6.3. Making expenditures not approved by the RESS Council
  - 6.6.4. Causing a financial loss due to incompetence, carelessness, or misappropriation
  - 6.6.5. Taking actions that are not in the best interest of the RESS

## 7. Meetings

### 7.1. Order of Business

- 7.1.1. The Council, subject to the approval of the RESS when assembled, shall prescribe the order of business at any meeting of the RESS

### 7.2. Council Meetings

- 7.2.1. Council Meetings, defined as meetings of the RESS Council, shall be held no less than twice a month, or more frequently at the discretion of the president, who may call a meeting at any time
- 7.2.2. Any member of the Executive Council and Directors failing to attend three (3) scheduled Council meetings without valid reason shall relinquish his/her position
- 7.2.3. Parliamentary procedure shall be followed at all meetings
- 7.2.4. Quorum at a Council meeting is two-thirds of filled positions on the Executive Council, rounded up to the next whole number

### 7.3. General Meetings

- 7.3.1. General Meetings shall be called at least once per semester
- 7.3.2. The President, the Council, or thirty (30) 'Active' Members can call more general meetings, as they deem necessary
- 7.3.3. Meetings involving changes to the constitution may not be held during the period between the last final exam of the semester and the sixth day of class the following semester

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- 7.3.4. Members on co-operative education work term or writing an exam during the meeting time may proxy their vote to members attending the meeting
- 7.3.5. Parliamentary procedure as described by Robert's Rules shall govern all proceedings, unless otherwise specified
- 7.3.6. A quorum of thirty (30) 'Active' members shall be required

## 8. Money

### 8.1. Main Account

- 8.1.1. One current chequing account shall be maintained at any chartered bank
- 8.1.2. This account shall be used to pay bills, purchase stores, and purchase items for social events; all money received from revenue sources shall be deposited into this account
- 8.1.3. The signing authority for the accounts consists of two signatures from the following: President, Vice President Academic, and Vice President Finance
- 8.1.4. For RESS functions requiring a budget, the Chair of the event committee must present a budget in a Council meeting for Executive Council approval
- 8.1.5. The Council shall approve any purchases in excess of twenty dollars (\$20.00)
- 8.1.6. Purchases less than \$20.00 are subject to review by the President and Vice President Finance
- 8.1.7. President and Vice President Finance can order a refund to be paid by any Council member(s) making unapproved purchases

### 8.2. Money from Charity Events

- 8.2.1. It shall be the responsibility of the Vice-President Finance to ensure appropriate procedures are followed for the handling of funds raised through charity events

## 9. Operations Manual

- 9.1. The Operations Manual shall be regarded as an official document outlining the detailed mandate of the RESS
- 9.2. The Executive Council shall make all changes to the Operations Manual. The amendments do not have to be voted on at a general meeting

## 10. Symbols

10.1. The symbols of the RESS are as shown:



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Regina Engineering Students' Society

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## 11. Act of Law

- 11.1. Any Council member must disclose any conflict of interest in any proposed action of the RESS; said Council member cannot vote in approval of said action
- 11.2. All functions sponsored by the RESS shall conform to civil and criminal law

## 12. Dissolution

- 12.1. Upon the dissolution of the Regina Engineering Students' Society, all assets, property, and information held by the RESS shall be held in trust by the University of Regina, Faculty of Engineering and Applied Science or its designate until such time as a new Engineering Students' Society or other successor non-profit corporation or like organization is formed by the Engineering Students of the University of Regina or its successor

## 13. Interpretation of the Constitution

- 13.1. The President shall make interpretation of any ambiguous or debated clauses in this constitution

## 14. Amendments to the Constitution

- 14.1. Amendments to this constitution may be made by a majority vote of the members present at any General Meeting of the RESS providing General Meeting quorum is met; this is providing fifteen (15) days written notice of the proposed amendment is presented to the membership
- 14.2. This constitution and subsequent amendments shall come into effect immediately following the adoption by the members at any General Meeting provided General Meeting quorum is met
- 14.3. Regina Engineering Students' Society formation date: January 1, 1968
  - 14.3.1. Constitutional amendments:
    - February 27, 1969
    - January 26, 1972
    - March 8, 1977
    - April 1982
    - October 14, 1994
    - April 6, 1995
    - October 16, 1996
    - November 21, 2000
    - March 27, 2001
    - February 4, 2003
    - March 11, 2004
    - March 15, 2007
    - March 20, 2008
    - March 3, 2011
  - 14.3.2. Re-adopted with amendments:
    - November 6, 1992
    - November 27, 2001

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April 22, 2002  
March 3, 2011